

D A A P New Faculty Getting Started at UC and DAAP

Welcome to DAAP!

We know that a large university can be a difficult maze to navigate, so here is some basic information that will help you on your way.

Getting to know folks:

Here are some names and numbers of folks in DAAP to help you find answers to some of your initial questions.

Faculty affairs, the RPT process, curriculum:

Patricia Kucker, Associate Dean for Faculty Affairs & Curriculum
556-1614; kuckerpc@uc.edu
https://www.daap.space.daap.uc.edu/faculty_affairs/

Student Affairs, grievances, behavioral/health problems:

Amberly Maryo, Assistant Dean for Student Affairs
556-1514; Amberly.Maryo@uc.edu
https://www.daap.space.daap.uc.edu/student_affairs/

Registrar

Patricia Rogers, Program Coordinator
556-4020; patricia.rogers@uc.edu

Research, grants, graduate programs and sponsored projects

Craig Vogel, Associate Dean for Research/Graduate Studies
556-0223; craig.vogel@uc.edu

Audio/visual equipment for classroom use:

Dan Dugan; Equipment Application Specialist
556-2938; dan.dugan@uc.edu
OR, use daap.space SUPPORT

General Building issues and Classroom/Teaching support

Dan Dugan; Equipment Application Specialist
556-2938; dan.dugan@uc.edu
OR, use daap.space SUPPORT

Facility problems - UC Work Control 556-6404

Audio/visual equipment for classroom use:

Use DAAPspace room reservations

Computer support:

Computer Graphics Center, 4425 Aronoff
556-2157

Pay checks, reimbursement:

Judy Smith, Senior Administrative Assistant
556-4301; judy.smith@uc.edu
or
Hal Jankoski, Director of Business Affairs
556-1203; Hal.Jankowski@uc.edu

School offices & Officers

School of Design

Sooshin Choi Director: 556-6828
Sherri Cottingim Program Coordinator: 556-4377
Dot Cloke, Secretary: 556-4299

School of Architecture and Interior Design

William Williams Director: 556-2050
Ted Richmond, Secretary: 556-4290

School of Art

Kate Bonansinga Director: 556-5132
Emily Paolucci, Program Coordinator: 556-2095

School of Planning

Danillo Palazzo, Director: 556-2378
Rosa Parks, Secretary: 556-4943

Getting things to you:

The normal mailing address is:

Your name
University of Cincinnati
DAAP/School of.....
P.O. Box 210016
Cincinnati, OH 45221-0016

For anyone that won't deliver to a PO box (eg. UPS, FedEx) use:

Your name
University of Cincinnati
DAAP/School of.....
Aronoff Center for Design and Art
342 Clifton Court
Cincinnati, OH 45221-0016

Getting started:

You can find the answers to a number of your questions on the UC website, <http://www.uc.edu>. On the left hand side of the home page, select "Faculty & Staff" for a listing of pertinent items.

Some key UC urls to bookmark:

Provost: <http://www.uc.edu/provost>
Parking: <http://www.uc.edu/parking>
Benefits: <http://www.hr.uc.edu/employee/benefits.asp>
Registrar's site: <http://www.uc.edu/registrar/>

Links for academic calendars, online class lists and grading

Virtual tour of campus: <http://www.uc.edu/virtualtour/>
Campus maps: <http://www.uc.edu/directions/>
Online grading:
http://www.uc.edu/registrar/faculty_resources/online_class_grading.html

DAAP Faculty Affairs

https://www.daap.space.daap.uc.edu/faculty_affairs/
Faculty meetings

Your contract

Your contract is the letter of offer that you signed and returned to us. It indicates the number of years of your appointment, your rank, salary, and provides information on the AAUP contract (see below) and Benefits.

Your office space	Your office space is assigned by your School Director, who can inform you of your office location/room number
Phone	Your School Director will arrange for you to have a phone and for a phone number to be assigned.
Mail	Schools have mailboxes in the School office; consult with your School secretary.
Parking	http://www.uc.edu/parking.html
Classrooms	Your School Director can inform you of the classroom spaces you will be assigned for your courses. It is advisable to visit these rooms well in advance of your first class, so that you are familiar with the amenities (or lack of) and whether you will need any equipment such as audio-visual or computer projection (see next item)
Classroom equipment	If you need audio/visual equipment for your class, you can reserve it using DAAPSpace (see below). If you have unique needs you can contact DAAPAV@UCMAIL.UC.EDU . Dan Dugan is the person in charge of providing equipment to classrooms. If you have questions, initially you can contact Dan at 556-2938 or dan.dugan@uc.edu .
Keys	See the secretary in your School office, who can help you with key requests. You are entitled to request a key for your own office and generally will be allowed to have a key to the classroom(s) in which you teach. You will need to go to Access Control in Three Edwards Center to pick up your keys. You must have a valid UC ID in order to do so (see next item).
ID's	You will need to go to Three Edwards Center to have your ID made. You will need to already be in the UC payroll system (see below), and must present a valid form of identification.
Business cards	Business cards can be ordered by your School secretary.
Getting connected Email	<p>Once you are effectively in the UC personnel system---you will have an M number---you should contact the UC Help Desk at 556-HELP to set up your email account. You will be assigned an email address with the following format: first-six letters-of-last-name-followed-by-first-and-second-initial@ucmail.uc.edu. Eg. kuckerpc@uc.edu</p> <p>However, you should also make sure that the Help Desk sets you up with an alias of firstname.lastname@uc.edu. Eg. Patricia.Kucker@uc.edu. It is crucial that you have this email address so that anyone who needs to (including the College office and students) can all find you easily.</p> <p>Again, it is crucial that you receive mail through your UC account and that you consistently and frequently check it. Nearly ALL College and University correspondence is through the UC email system.</p>
UC Directory Listing	Once you are in the UC payroll system, you can go to the UC Directory site at http://ucdirectory.uc.edu to update your listing. On the lefthand side of the webpage you will see a link for "update Your Listing." Click on that, enter your social security number, and correct or add any information. Please be sure to select the firstname.lastname@uc.edu option for your email alias.
DAAPspace	DAAPspace (http://daap.space.daap.uc.edu) is the college intranet. There are numerous important and highly useful features with which you should become familiar. They include:

Login: Your user name will be the same as the username for your email account (eg. Kuckerpc). The first time you login to DAAPspace you will be prompted to change your password from the default password, which is your UCID. If you have problems logging in, you can see a consultant in the CGC

DAAPspace tutorials: PLEASE review these, as they include instruction on many computer topics and applications.

Personal server space: We provide you with 10 GB+ of server space on which to store documents, including your own personal website. Users needing more space may apply for an extension.

Course Management: Instructors can also set up spaces dedicated for courses. This space can include read-only (to students) folders for syllabi and other course documents, a drop-box for submitting digital assignments, a shared workspace for all students in the class (with nearly unlimited storage), as well as a course management utility for making announcements, posting assignments, moderating discussions, and even keeping track of grades. This is a similar, but a more specialized version of the University's BlackBoard system. Instructors can also reserve rooms and audio/visual equipment through DAAPSpace

Faculty Affairs: Accessible by login or by going directly to https://www.daap.space.daap.uc.edu/faculty_affairs/
This is a section of DAAPspace set up specifically to provide information and documents of interest to our faculty. Included in this section are:

- DAAP RPT Procedural Guidelines
- DAAP Committee rosters
- DAAP Faculty Handbook
- School RPT Criteria Documents
- information regarding research, publication
- UC AAUP Agreement
- links to the Provost site

Other DAAPSpace features: DAAP News and events, DAAP Directory, Course Listings, class lists, and links to common computer related sites within the College and University.

DAAP Faculty Listing

The DAAP website and DAAPspace share the same database for faculty information. Once you are in the payroll system, we will set you up with a faculty profile. You will then need to login and update it with a short bio, degree information, and "topics of research and/or creative and professional work." For examples go to <http://daap.space.daap.uc.edu>, click on "DAAP Directory" then any program and faculty member.

Resources/references

AAUP contract

It is highly recommended that you familiarize yourself with the AAUP contract, particularly Article 7 regarding Reappointment, Promotion, and Tenure procedures. The contract can be found at the Provost Office site (look under "For UC Faculty and Staff" then "Faculty Affairs": http://www.uc.edu/provost/faculty/faculty_affairs.html or on DAAPspace in the Faculty Affairs section.

DAAP (&/or school) Handbook(s)

The DAAP Faculty Handbook is available on DAAPspace in the Faculty Affairs section, https://www.daap.space.daap.uc.edu/faculty_affairs/. It is highly recommended that you familiarize yourself with the Handbook. If your School also has its own handbook, your School Director or School secretary can provide you with a copy.

The DAAP Student Handbook is available on DAAPspace in the Student section. You need to be familiar with the Student Handbook and its contents, as it contains important information regarding grades, grievances, deadlines, and student code of conduct. Please also emphasize to your students how important it is that they download it and be familiar with it.

DAAP (&/or school) RPT criteria & Procedures

You should have received a copy of the RPT criteria for your School in your appointment letter. The newly approved DAAP RPT Procedural Guidelines are available online by logging on to DAAPspace, or by going directly to the Faculty Affairs section of DAAPspace:

https://www.daap.space.daap.uc.edu/faculty_affairs/

UC Resources

The OneStop Student Service Center is where students go to search for open classes, register for classes, pay their bills, apply for financial aid, and many other things. You should familiarize yourself with OneStop so you can better advise your students. www.onestop.uc.edu or 556-1000

The Registrar's website has a link to Calendars, Faculty Resources (eg. Grading information), and Policies and Procedures (eg. Add/drop, grade replacement). It also has FERPA (Family Educational Rights and Privacy Act of 1974) information regarding students' rights to privacy and a FERPA reference sheet for faculty. www.uc.edu/registrar